User Documentation for “A Cut Above Spreadsheet solution”

\*Please note for the Blue Hyperlinks to work you have to use the “ctrl” key then click on it.

\***Un-Protect password 12qwaszx**, note case sensitive so if doesn’t work try 12QWASZX

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# A Cut Above Spreadsheet solution

This spreadsheet is designed for assisting in the determination of cost, wages ect while increasing the accuracy of the data gained.

For further support or information on how to change formulas and the likes, please contact us on (03) 54 945689 (9am – 8pm)

Or by emailing tech support by [acutabovess@gmail.com](mailto:acutabovess@gmail.com)

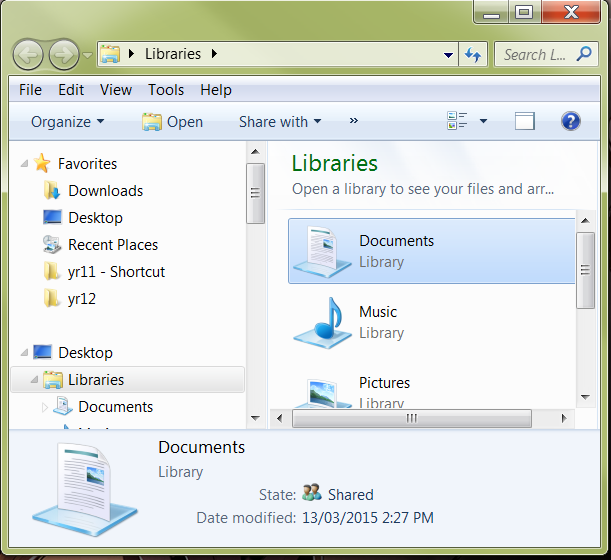
# Getting Started

For installation of the Solution please do the following in order;

1. click on the file labelled “install” within the folder
2. Now press the “y” key on the keyboard.

This will setup the file as a template so that you can open an unaltered version the file for each client.

On the case that this process didn’t work, please contact us via the contacts above for a permanent solution however clicking on the file “ACutAbove.xltm”



%userprofile%\appdata\Roaming\Microsoft\Templates

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# What does this Mean?

Below is a quick guide for common items of the solution

 Refers to a cell that should contain a amount

 Refers to a note on how to use a certain part within the solution or something to consider. It is advisable to read these. They can be removed by clicking on the cell at the start of the text and backspacing.

 This is a button, once you have clicked “enable Macros” if prompted simply clicking on one shall direct you to the place specified on it.

For further information please feel free to contact us via one of the methods stated at the top

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# Opening the File

Once you have done the steps in the above “Getting Started” section then you will now be able to open the file. To do this,

1. Ensure Microsoft Excel is installed, and then start it.

Common ways include, clicking on a shortcut, hitting the windows key then searching excel and the likes.

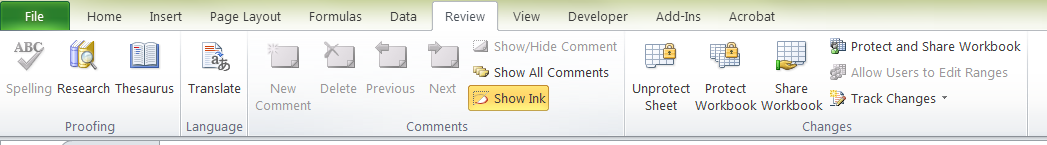
1. Once excel has started click on the file tab -> New -> my templates and pick the file labelled ACutAboveDW.

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# Data Editing

Once the File is open various editing may now occur;

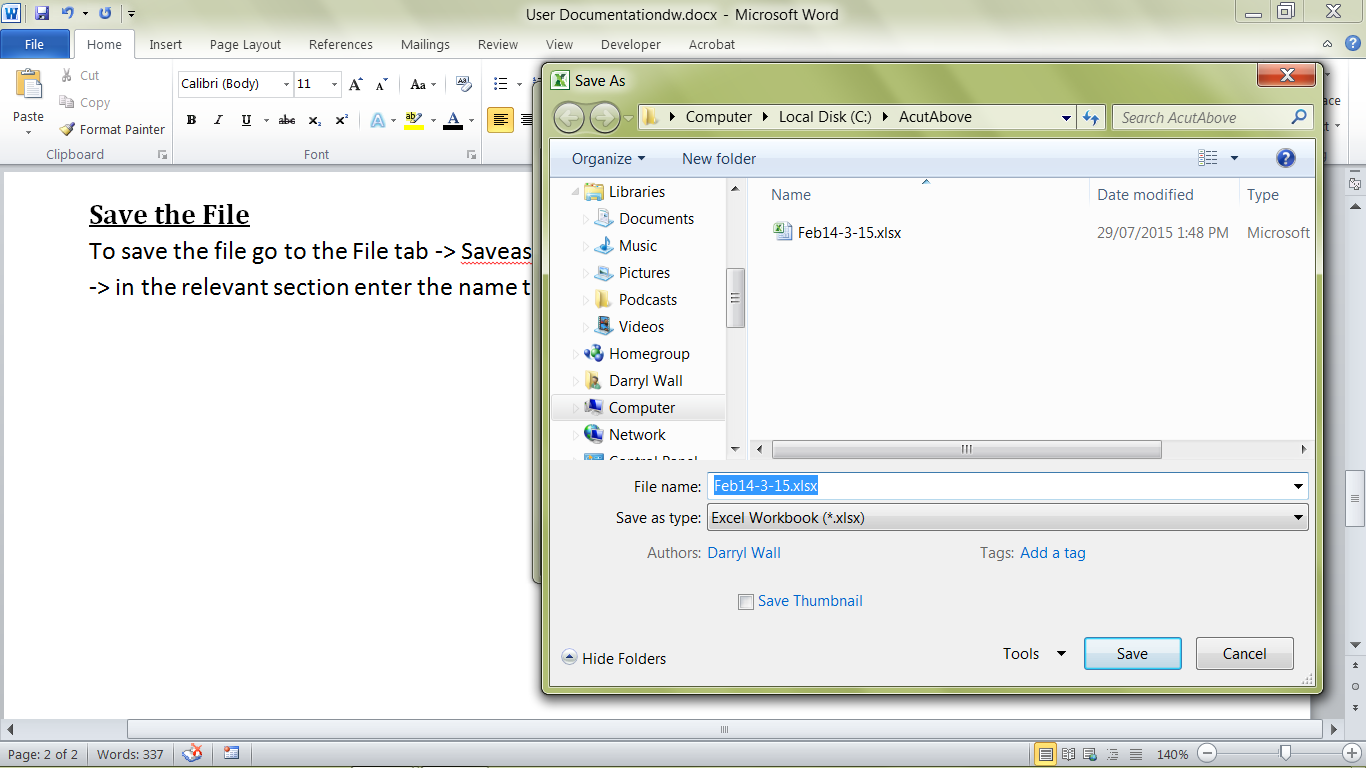
1. To edit a bit of data or to fill out the form for use, simply direct to the relevant sheet **->** locate the relevant unprotected cells and filling them out with the necessary data.
2. To insert new data or change a formula you may have to unlock the workbook this can be done by going to the review menu tab and **then** clicking on Unprotect Sheet (note that this has to be done for each sheet) and enter the password. Once you have done with the data entry **REMEMBER** to Protect sheet again. When re-protecting it will ask for the password twice, if you plan on changing it **ensure** that you have it written down somewhere. However it will not change the templates version.



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# Save the File

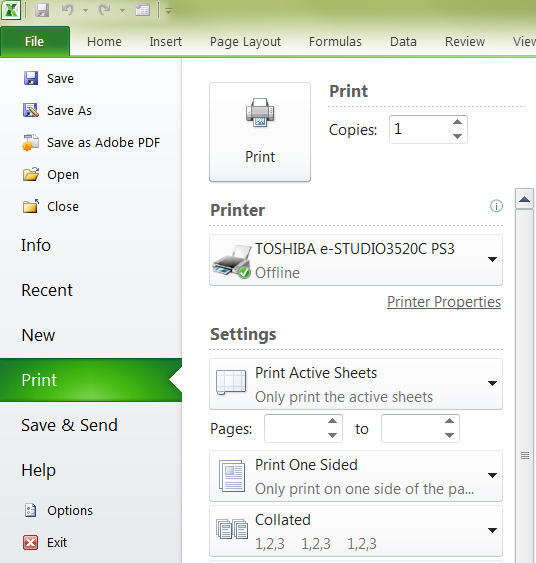
To save the file go to the File tab -> Saveas -> check that you are going to save in the right directory and that you are saving as a “.xlsm” -> in the relevant section enter the name that you will save it as -> click save ie

note that the red lines are for key parts of the screen.

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# Printing a sheet

To print the current sheet/ page that you are currently seeing, firstly go File -> Print -> ensure correct printer and “print active sheets” is selected then proceed to click print. Ie



4

3

2

1

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# Printing the Whole Document

In order to print the document/workbook you do up to step 3 but instead of active sheet **do** “Print entire workbook” then print.

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# Closing the File

\*\*Before Doing any of the below steps ensure you have saved the data entered if it is to be kept\*\*  
  
the steps taken to close the file differ dependant on whether you are wanting to keep the data or if due to a mistake you want to get rid of all of the Data.

**To Close and keep all data**

To close the file while keeping all of the information entered ensure that you have done with entering the information then preform the actions for saving found [here](#_Save_the_File) . Now you can simply close the file by clicking on the usual red “x” (top right of screen) or by going back to the menu and clicking on the exit button.

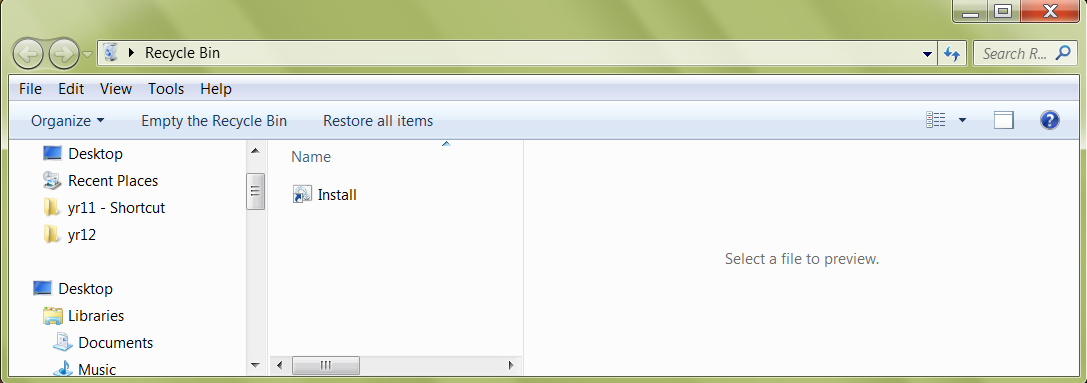
**To Close Losing all the Data entered**

Simply hit the usual red “x” (top right of screen) or the exit button on the main menu tab and when prompted if you wish to save click “no”.

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# Uninstall Solution

To Uninstall the Solution simply paste “%USERPROFILE%\AppData\Roaming\Microsoft\Templates\” without the quotes into the top of your file explorer and press enter now proceed to find the file labelled “A\_Cut\_Above\_DW.xltm” (without quotes again), double check the file name and either press the delete key on your keyboard or right click -> left click on delete. Both of these steps moves it to your recycle bin where at your leasure you can either delete by emptying the recycle bin or if you haven’t emptied the bin yet you can restore it by clicking on the button shown below inside the red box.



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